

PWS Text C6 1 Dec 02.doc

12/04/02 3:23 PM

**NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION
WEST BETHESDA, MD AND PHILADELPHIA, PA**

**PERFORMANCE WORK STATEMENT
FOR**

**SECTION C.6
ADMINISTRATIVE OPERATIONS**

TABLE OF CONTENTS

SECTION C.6 ADMINISTRATIVE OPERATIONS.....	6-1
C.6.1 INTRODUCTION.....	6-1
C.6.2 GENERAL INFORMATION AND REQUIREMENTS.....	6-1
C.6.2.1 Mission Statement.....	6-1
C.6.2.2 Background.....	6-1
C.6.2.3 Service Provider Responsibilities.....	6-2
C.6.2.3.1 Interactions	6-2
C.6.2.4 Hours of Operation.....	6-2
C.6.2.4.1 Normal Work Hours.....	6-2
C.6.2.4.2 Work Hour Changes.....	6-2
C.6.2.5 Work Site Locations / Support.....	6-2
C.6.2.5.1 Work Site Locations	6-2
C.6.2.5.2 Site Support.....	6-2
C.6.2.6 Government Furnished Property and Services.....	6-3
C.6.2.6.1 General.....	6-3
C.6.2.6.2 Government Furnished Equipment.....	6-3
C.6.2.6.3 Government Furnished Materials and Supplies	6-3
C.6.2.7 Workload.....	6-3
C.6.1.1 Performance Requirements	6-3
C.6.2.8 Required Reports	6-3
C.6.1.2 Directives, Publications, and Forms	6-3
C.6.3 DEFINITIONS, ABBREVIATIONS AND ACRONYMS.....	6-3
C.6.4 PERSONNEL REQUIREMENTS.....	6-3
C.6.4.1 General	6-3
C.6.4.2 On-Site Supervisor.....	6-4
C.6.4.3 Key Personnel.....	6-4

PWS Text C6 1 Dec 02.doc

12/04/02 3:23 PM

C.6.4.4 Security Clearance Requirements.....	6-4
C.6.5 SPECIFIC TASKS.....	6-4
C.6.5.1 Directives / Records / Forms Management.....	6-4
C.6.5.1.1 General.....	6-4
C.6.5.1.2 Directives Program Management	6-5
C.6.5.1.2.1 Program Evaluation.....	6-5
C.6.5.1.2.2 Analysis	6-5
C.6.5.1.2.3 Tracking	6-5
C.6.5.1.3 Records Management.....	6-5
C.6.5.1.3.1 General	6-5
C.6.5.1.3.2 Maintenance of Records	6-5
C.6.5.1.4 Forms Management.....	6-6
C.6.5.1.5 Intranet Update for Directives Management.....	6-6
C.6.5.1.6 Directives Library.....	6-6
C.6.5.1.6.1 General	6-6
C.6.5.1.6.2 Case Files Archive.....	6-6
C.6.5.2 Administrative Operations Office Newsletter	6-6
C.6.5.3 Telephone Directory.....	6-7
C.6.5.4 Administrative/ Service Related Duties.....	6-7
C.6.5.4.1 Customer Service	6-7

ATTACHMENTS

ATTACHMENT C.6-1. - DIRECTIVES, PUBLICATIONS AND REGULATIONS.....
ATTACHMENT C.6-2. - CUSTOMERS/TENANTS SUPPORTED.....
ATTACHMENT C.6-3. - GOVERNMENT FURNISHED EQUIPMENT.....
ATTACHMENT C.6-4. - PROJECTED WORKLOAD
ATTACHMENT C.6-5. - PERFORMANCE REQUIREMENTS SUMMARY.....
ATTACHMENT C.6-6. - NOT USED
ATTACHMENT C.6-7. - REPORTS AND SUBMITTALS
ATTACHMENT C.6-8. - DEFINITIONS, ABBREVIATIONS AND ACRONYMS
ATTACHMENT C.6-9. - SAMPLE QUARTERLY NEWSLETTER.....
ATTACHMENT C.6-10. - SAMPLE TELEPHONE DIRECTORY.....

PWS Text C6 1 Dec 02.doc

12/04/02 3:23 PM

**NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION
WEST BETHESDA, MD AND PHILADELPHIA, PA**

**PERFORMANCE WORK STATEMENT
FOR**

**SECTION C.6
ADMINISTRATIVE OPERATIONS**

SECTION C.6 ADMINISTRATIVE OPERATIONS

C.6.1 INTRODUCTION

The Service Provider shall provide all personnel and material resources, other than that identified as Government furnished, necessary to support the Administrative Operations (AO) responsibilities for NSWCCD SSES as specified herein. The Service Provider shall support the AO and Command Staff by providing:

- ? Division Directives/Records/Forms Management
- ? AO Newsletter
- ? Telephone Directory
- ? Customer Service

C.6.2 GENERAL INFORMATION AND REQUIREMENTS

C.6.2.1 MISSION STATEMENT

The NSWCCD SSES Administrative Operations mission is to provide administrative and management services to NSWCCD SSES and the Division, as well as to tenant activities for all aspects of office resources. This includes non-ADP information resources including records management, directives (Division and Station), forms (Division and Station) and distribution of official correspondence.

C.6.2.2 BACKGROUND

The AO at NSWCCD SSES consists of two branches, Command Administrative Operations and Mail Possessing Center (MPC). The MPC branch is currently run by a contractor and is independent from the Command Administrative Operations, therefore the MPC tasks are not required in this PWS. Both branches report to the AO Officer (Designated Government Representative for this function). The Command AO at NSWCCD SSES performs Directives/Records/Forms Management for the entire Division, including the Headquarters in West Bethesda, MD.

C.6.2.3 SERVICE PROVIDER RESPONSIBILITIES

The Service Provider shall provide services to NSWCCD SSES for all aspects of AO including directives, records and forms management (for entire Division) and in accordance with Attachment C.6-1. - Directives, Publications and Regulations.

C.6.2.3.1 Interactions

The Service Provider shall interact with a variety of customers at the Philadelphia Naval Business Center (PNBC), including the Mail Operations contractor. The most common customers include departments of NSWCCD SSES at the PNBC. Due to the nature of the work, the Service Provider shall be prepared to assist other NSWCCD Sites/Detachments, NAVSEA, DON, DOD and other government organizations as requested by the Designated Government Representative. Interaction between the AO at NSWCCD SSES and NSWCCD Headquarters is frequent. When necessary, the Service Provider shall coordinate with the AO at NSWCCD to fulfill the requirements described herein.

C.6.2.4 HOURS OF OPERATION**C.6.2.4.1 Normal Work Hours**

The NSWCCD SSES AO operates on a Monday through Friday, 0730 to 1600 normal hour schedule, excluding Federal holidays. Normal Service Provider work hours shall ensure full coverage of NSWCCD SSES Core Hours, with earlier starting or later ending times to be used to accommodate lunch periods and to compliment the schedules of the various functional customers to maximize service. The Service Provider shall coordinate the actual operating hours of each functional area with the Designated Government Representative and the customer departments. Once the various operating hours are established, the Service Provider shall not change the established work hours without the Designated Government Representative's approval.

C.6.2.4.2 Work Hour Changes

The Designated Government Representative retains the right to change regular work hours. When directed by the Designated Government Representative, the Service Provider shall perform work outside of normal work hours to support operations, to avoid disruption of Government work areas or personnel and perform emergency work that shall continue without interruption until the emergency is corrected.

C.6.2.5 WORK SITE LOCATIONS / SUPPORT**C.6.2.5.1 Work Site Locations**

The Service Provider shall provide on-site AO support at NSWCCD SSES. The site office is located in Building 4.

C.6.2.5.2 Site Support

A list of customers and their respective locations can be found in Attachment C.6-2. - Customers/Tenants Supported. See Section C.1 for a list of NSWCCD Sites.

C.6.2.6 GOVERNMENT FURNISHED PROPERTY AND SERVICES**C.6.2.6.1 General**

The Government will furnish or make available to the Service Provider for use in the performance of the AO, the equipment, materials and supplies required to fulfill the tasks described in this PWS. Specific requirements regarding Government Furnished Property and Services are delineated in Section C.3 Government Furnished Facilities, Equipment, Materials and Supplies and Services.

C.6.2.6.2 Government Furnished Equipment

The Government will furnish the equipment listed in Attachment C.6-3. - Government Furnished Equipment for carrying out the requirements of this section. Some GFE is shared with the Government and the Government will maintain shared equipment.

C.6.2.6.3 Government Furnished Materials and Supplies

Pursuant to Section C.3.7, the Government will furnish the materials and supplies needed to complete the tasks stated herein.

C.6.2.7 WORKLOAD

Workload for the tasks described throughout Section 6 of this PWS are provided in Attachment C.6-4. - Projected Workload and amplified within the text of this PWS.

C.6.1.1 PERFORMANCE REQUIREMENTS

The Service Provider shall meet the Performance Requirements contained in Attachment C.6-5. - Performance Requirements Summary.

C.6.2.8 REQUIRED REPORTS

The Service Provider shall submit all of the deliverables and reports listed in Attachment C.6-7. - Reports and Submittals.

C.6.1.2 DIRECTIVES, PUBLICATIONS, AND FORMS

The Government will provide all publications and forms listed in Attachment C.6-1. - Directives, Publications and Regulations at the start of the Contract. Any task set forth in any such reference which calls for the exercise of discretionary Government authority that cannot be delegated shall be subject to the final approval of the Government official having such authority. All publications and forms will be the most current issue. See Section C.14 for additional details regarding publications and directives.

C.6.3 DEFINITIONS, ABBREVIATIONS AND ACRONYMS

Definitions, abbreviations and acronyms relevant to the AO functions described herein are provided in Attachment C.6-8. - Definitions, Abbreviations and Acronyms. For all general definitions, abbreviations and acronyms, refer to Section C.2 of this PWS.

C.6.4 PERSONNEL REQUIREMENTS**C.6.4.1 GENERAL**

The Service Provider shall provide qualified personnel with appropriate education, training and relevant experience in Administrative Operations to perform the tasks

PWS Text C6 1 Dec 02.doc

12/04/02 3:23 PM

herein. The Service Provider shall provide sufficient staffing to meet regular workload shifts as well as surges at NSWCCD SSES. The Service Provider's personnel shall be required to communicate and coordinate with various levels of Naval and Civilian personnel to properly perform the functions as described in this PWS. The Service Provider shall have familiarity with Navy and general military terminology.

C.6.4.2 ON-SITE SUPERVISOR

The Service Provider shall provide on-site supervision for the AO functions described herein. The Service Provider supervisor shall have a minimum of four (4) years of experience in AO programs, functions and resources, specifically directives and records management. The Service Provider shall schedule, plan, coordinate and direct work performed in the AO in conjunction with the Designated Government Representative.

C.6.4.3 KEY PERSONNEL

The Service Provider shall provide personnel with a thorough knowledge and understanding of the functions, processes and principles of AO that enable the development, comprehension and improvement of the effectiveness of NSWCCD SSES work methods and procedures. At a minimum, the Service Provider shall have:

- ? Analytical ability sufficient to conduct comparative studies aimed at determining the applicability of higher level directives to current NSWCCD and NSWCCD SSES work methods and procedures.
- ? At least 3 years of analyzing, developing, and drafting directives, forms, and reports management and their interplay in the management process and experience utilizing computer applications, specifically Microsoft Windows 98, Office 97, Microsoft Outlook Express and HTML, as well as Internet navigational skills.

C.6.4.4 SECURITY CLEARANCE REQUIREMENTS

The Service Provider shall ensure that all AO personnel obtain a clearance to the SECRET level. The Service Provider will analyze higher level (i.e., NAVSEA, OPNAV, and SECNAV) directives for application to Station and Division technical and administrative directives. On occasion, there will be a requirement for access to classified information when researching/retrieving such information from higher level classified documents.

See Section C.1.3.4 for general security information.

C.6.5 SPECIFIC TASKS

C.6.5.1 DIRECTIVES / RECORDS / FORMS MANAGEMENT

C.6.5.1.1 General

The Service Provider shall perform analytical studies and advisory functions in the areas of directives, records and forms management in accordance with SECNAVINST 5213, 5215 and NAVSSES 5215.2B series. The work requires the analysis and development of modified methods and procedures necessary to accomplish efficient and effective directives, reports and forms management programs for the clerical, administrative and technical aspects of Division Operations.

PWS Text C6 1 Dec 02.doc

12/04/02 3:23 PM

C.6.5.1.2 Directives Program Management

Directive and report policies or policy changes can be received from, but are not limited to, OPNAV, SECNAV, and NAVSEA. The Service Provider shall assure all policies described in local directives, records and forms management reflect the most recent policy changes promulgated by higher authorities.

C.6.5.1.2.1 Program Evaluation

The Service Provider shall continually evaluate and assess the NSWCCD Directives Program and develop new or modified procedures and systems to ensure the Program's efficiency and effectiveness in meeting Division needs for accurate and updated directives.

C.6.5.1.2.2 Analysis

The Service Provider shall analyze all new higher-level (i.e. NAVSEA, OPNAV, SECNAV) directives for application to Division technical, administrative and clerical operations and determine the needs for preparation, revision or elimination of local directives. The Service Provider shall provide technical direction for the customer for drafting of Division specific directives interpretations. The Service Provider shall recommend such changes as consolidating redundant directives and eliminating local directives where higher-level directives supercede these directives.

C.6.5.1.2.3 Tracking

The Service Provider shall develop and utilize a tracking and review system for NSWCCD directives that enables the Service Provider to ascertain status of all effective and canceled directives and to take action on directives which require update or cancellation.

C.6.5.1.3 Records Management

C.6.5.1.3.1 General

The Service Provider shall manage the maintenance, preservation and disposition of records (Directives, Instructions, and Correspondence) obtained from within the Division in accordance with SECNAV 5213 series and the Records Management Manual.

C.6.5.1.3.2 Maintenance of Records

The Service Provider shall provide records management for NSWCCD SSES. The Service Provider shall store, control, organize and maintain records for items in the form of paper, microform, magnetic disks and tapes, compact discs and other media as required. The Service Provider shall determine temporary, permanent and retention of records. Additionally, the Service Provider shall also process such records for transport to local National Archives. The process of maintaining records includes:

PWS Text C6 1 Dec 02.doc

12/04/02 3:23 PM

- ? Keeping an inventory of records
- ? Analyzing inventory data to determine proper retention
- ? Establish retirement periods
- ? Prepare disposal guidance
- ? Keep local guidance current

C.6.5.1.4 Forms Management

The Service Provider shall review existing and proposed forms used throughout the Division for compliance with SECNAV and OPNAV instructions. Designing, converting to and maintaining all forms in electronic format is essential. The Service Provider shall analyze forms to ensure proper format, control number, serialization and wording. The Service Provider shall design/redesign forms in accordance with SECNAV and OPNAV instructions when creating new forms, existing or proposed form designs conflict with regulations or when forms appear confusing or unorganized.

C.6.5.1.5 Intranet Update for Directives Management

The Service Provider shall update the AO Intranet website as required to ensure all of the most recent modifications to directives/forms management are available. The Service Provider shall utilize HyperText Markup Language (HTML) and File Transfer Protocol (FTP) to transfer the information to the Intranet website. All information must be approved by the Designated Government Representative prior to releasing the information onto the Intranet. The Service Provider shall coordinate updates with the Management Information Systems (MIS) Directorate.

C.6.5.1.6 Directives Library

C.6.5.1.6.1 General

NSWCCD SSES maintains a Directives Library within the AO operation. Day to day maintenance (filing and retrieval) is performed by an existing 8a Government contractor. However, the Service Provider shall ensure that all historical backup files for all directives created, or modified are archived in the Directives Library.

C.6.5.1.6.2 Case Files Archive

The Service Provider shall maintain a hardcopy case file archive for all directives generated, modified, or expired. The Service Provider shall archive all supplemental data (i.e. notes, files, emails, Fax's, modification instructions, memos, etc.) which relate to the particular directive that has been updated/modified. All case files shall be stored in accordance with the Records Management Manual unless otherwise stated by the Designated Government Representative. All case files shall be stored with the proper label identifying the directive number and title on the spine of the file. The case files shall be created and maintained at the start of each new directive received for modification and throughout the life of the modification process.

C.6.5.2 ADMINISTRATIVE OPERATIONS OFFICE NEWSLETTER

The Service Provider shall create, write, edit and electronically distribute a quarterly newsletter for NSWCCD SSES. The Service Provider shall present the completed

For Official Use Only-Procurement Sensitive Information

PWS Text C6 1 Dec 02.doc

12/04/02 3:23 PM

newsletter to the Designated Government Representative for review and approval not later than the last working day of the quarter. Following approval by the Designated Government Representative, the Service Provider shall distribute the newsletter by the tenth day of the following month. At a minimum, the newsletter shall contain the following unless otherwise stated by the Designated Government Representative:

- ? Location and Hours of Operation of both the AO and Mail Processing Center (MPC)
- ? General Information on staff and services provided by AO
- ? AO information as prescribed by the Designated Government Representative

A sample of the newsletter can be found in Attachment C.6-9. - Sample Quarterly Newsletter.

C.6.5.3 TELEPHONE DIRECTORY

Monthly, the Service Provider shall update the telephone directory of all the NSWCCD employees and tenants at NSWCCD Headquarters and SSES. Not later than monthly, the Service Provider shall contact the various Departments and tenant Administrative Officers throughout the Division to retrieve the most current employee listing in the respective Departments/tenants. The Service Provider shall collect and compile this information in a format similar to the telephone directory found in Attachment C.6-10. - Sample Telephone Directory. At a minimum, the directory shall contain:

- ? Full name of individual
- ? Respective Department/Tenant name
- ? Telephone extension
- ? Fax number

The Service Provider shall receive release approval from the Designated Government Representative before making the directory available for distribution to the respective Departments/tenants. The Service Provider shall have the updated directory available at all times.

C.6.5.4 ADMINISTRATIVE/ SERVICE RELATED DUTIES

C.6.5.4.1 Customer Service

Upon request from the customer, the Service Provider shall provide customer support in the following areas:

- ? Electronic retrieval of Directives
- ? Procurement of nonstandard Naval Directives
- ? Subject-matter research relating to Directives, Records and Form Management
- ? Guidance on Directives, Records and Forms Management

The Service Provider shall respond to all support requests within one day of receiving the request via email, telephone, fax or in person.

ATTACHMENT C.6-1. - DIRECTIVES, PUBLICATIONS AND REGULATIONS

ATTACHMENT C.6-1
Administrative Operations
Directives, Publications and Regulations

Publication or Instruction Number	Publication or Instruction Title	Mandatory / Advisory
SECNAVINST 5210.11D	Standard Subject Identification Codes	M
SECNAVINST 5212.5D	Navy and Marine Corps Records Disposition Manual	M
SECNAVINST 5213.10D	DON Forms Management Program	M
SECNAVINST 5214.2B	DON Information Requirements (Reports) Management Program	M
NSWCSSSESINST 5215.2B	Directives Management Program	M
SECNAVINST 5215.1C	Directives Issuance System	M
SECNAVINST 5216.5D	DON Correspondence Manual	M
SECNAVINST 5218.7B	Navy Official Mail Management Instruction	M
SECNAVINST	Navy File and Maintenance Procedures/Standards Subject	M
NAVPUB 5870.1	Copyrighted Materials used in DON Publications	M
NAVSO P-35	Publication and Printing Regulations	M
NAVPUB 5604.35	Procurement of Classified Department Printing	M
NAVPUBINST 5510.1C	DON Information Security Program (ISP) Regulation	M
OPNAVNOTE 5400	Standard Navy Distribution List	M
OPNAVNOTE 5215	Navy Directives Consolidated Subject Index	M
SECNAV 5603.2B	Printed matter of official Ceremonies	M
SECNAV 5510.30A	Department of the Navy personnel Security Program	M
SECNAVINST 5510.36	DON Information Security Program Regulation (ISP)	M
DOD 5220.22M	Industrial Security Program	M

PWS Text C6 1 Dec 02.doc

12/04/02 3:23 PM

ATTACHMENT C.6-2. - CUSTOMERS/TENANTS SUPPORTED

ATTACHMENT C.6-2
Administrative Operations
Customers / Tenants Supported

Customers / Tenants Supported	
NSWCCD SSES	Naval Surface Warfare Center, Carderock Division, Naval Ship Systems Engineering Station
NSWCCD Headquarters	Naval Surface Warfare Center, Carderock Division, Headquarters and Detachments
ATRC	AEGIS Training and Readiness Center Detachment
BCO	Base Communications Office
FECA	Federal Employee Compensation Office
LIBMC	League Island Branch Medical Clinic
NAVSHIPSO	NAVSEA Shipbuilding Support Office
NFPS	Navy Foundry and Propeller Shop
NNSD	Norfolk Naval Shipyard Detachment
PSD	Personnel Support Detachment

ATTACHMENT C.6-3. - GOVERNMENT FURNISHED EQUIPMENT

ATTACHMENT C.6-3
Administrative Operations
Government-furnished Equipment

LOCATION	DESCRIPTION	MANUFACTURER	MODEL NO.	SERIAL NO.	PROPERTY NO.	LEASED/ OWNED*	SHARE W/GOVT?**
Equipment							
BLDG 4/1	Fax	Fujitsu Dex 440	HA777	333696615	UNKNOWN		Yes
BLDG 4/1	Copier	Xerox	230ST	C1H014903		Leased	Yes
Software							
BLDG 4/1	Windows 98	Microsoft					
BLDG 4/1	Office 97	Microsoft					
BLDG 4/1	Outlook Express	Microsoft					

*If not annotated, equipment is owned

The government will provide basic office furniture and computer workstations to complete all tasks described for the Administrative Operations function.

**Govt representative will be in same space and will share equipment and will monitor service provider usage.

PWS Text C6 1 Dec 02.doc

12/04/02 3:23 PM

ATTACHMENT C.6-4. - PROJECTED WORKLOAD

ATTACHMENT C.6-4
Administrative Operations
Projected Workload

PWS Para	Task	Unit or measure	Annually
C.6.5.1	Directives/Records/Forms Management		
C.6.5.1.1	General		
C.6.5.1.2	Directives Program Management	New or updated directive	51
C.6.5.1.3	Records Management	monthly maintenance	Recurring - 12 mo/yr
C.6.5.1.4	Forms Management	New or updated form	50
C.6.5.1.5	Intranet Updates	As required	126
C.6.5.1.6	Directives Library		
C.6.5.1.6.2	Case Files Archive	New or updated directive	51
C.6.5.2	Administrative Operations Office Newsletter	quarterly newsletter	4
C.6.5.3	Telephone Directory	monthly updates	12
C.6.5.4	Administrative/Service Related Duties		
C.6.5.4.1	Customer Service	service calls	approximately 100 service calls

ATTACHMENT C.6-5. - PERFORMANCE REQUIREMENTS SUMMARY

ATTACHMENT C.6-5
Performance Requirements Summary
Administrative Operations

PWS Para	Contract Requirement	Work Requirement	Standard	AQL	Weight of line item
C.6.5.1	Directives/Records/Forms Management				85%
C.6.5.1.2	Directives Program Management	Analyze new/old, review, and track all issued and proposed directives, instructions, or notices	quality	98	
			timeliness	98	
C.6.5.1.3	Records Management	Maintain, preserve, and dispose of records pursuant to governing directives	quality	98	
			timeliness	98	
C.6.5.1.4	Forms Management	Review existing and proposed forms used throughout the Division for compliance with SECNAV and OPNAV instructions.	quality	98	
			timeliness	98	
C.6.5.1.5	Intranet Updates	Update the AO Intranet website on a monthly basis unless otherwise directed by the Government Representative	quality	98	
			timeliness	98	
C.6.5.1.6	Directives Library	Maintain a directives library	quality	98	
			timeliness	98	
C.6.5.1.6.2	Case Files Archive	Create, maintain and archive file upon creation / modification of directives	quality	98	
			timeliness	98	
C.6.5.2	Administrative Operations Office Newsletter	Create, write, edit and distribute a quarterly AO newsletter	quality	98	5%
			timeliness	100	
C.6.5.3	Telephone Directory	Monthly, obtain most current employee information and update the telephone directory as described in the PWS	quality	95	5%
			timeliness	100	
C.6.5.4	Administrative Service Related Duties	Provide customer support relating to AO as requested and pursuant to the PWS	quality	99	5%
			timeliness	99	

PWS Text C6 1 Dec 02.doc

12/04/02 3:23 PM

ATTACHMENT C.6-6. - NOT USED

ATTACHMENT C.6-6
Not Used

Not used

PWS Text C6 1 Dec 02.doc

12/04/02 3:23 PM

ATTACHMENT C.6-7. - REPORTS AND SUBMITTALS

ATTACHMENT C.6-7
Administrative Operations
Reports and Submittals

PWS Paragraph	Report Title	Format	Required Date	Frequency	Distribution	Remarks
C.6.5.1	Revised/Final updates to notices, directives, instructions, forms	Written/Electronic	As Specified	As required	Govt Rep	
C.6.5.1.5	Intranet Update	Electronic	Not specified	Monthly	Govt Rep	
C.6.5.2	Quarterly Administrative Operations Newsletter	Written/Electronic	NLT last working day of each quarter	Quarterly	Govt Rep	
C.6.5.3	Updated Telephone Directory	Electronic	Not specified	Monthly	Govt Rep	

ATTACHMENT C.6-8. - DEFINITIONS, ABBREVIATIONS AND ACRONYMS

ATTACHMENT C.6-8
Administrative Operations
Definitions, Abbreviations and Acronyms

Definitions	
DD 282	Printing Requisitions forms
Form	Defined as a fixed arrangement of captioned spaces designed for entering and extracting prescribed information.
Forms Management	Ensuring that forms provide needed information effectively, efficiently, and economically.
Instruction	An instruction contains authority or information having continuing reference value, or requiring continuing action. An instruction remains in effect until superceded or otherwise cancelled by the Commanding Officer.
Records Management	Planning, controlling, directing, organizing, training, promoting, and other managerial functions related to records creation, maintenance and use, preservation, and disposition.

Abbreviations and Acronyms	
ADP	Automated Data Processing
HTML	Hyper Text Markup Language
MPC	Mail Processing Center
AO	Administrative Operations
FTP	File Transfer Protocol
MIS	Management Information Systems

ATTACHMENT C.6-9. - SAMPLE QUARTERLY NEWSLETTER

ADMINISTRATIVE OPERATIONS OFFICE
CODE 0230

January 2001

NEWSLETTER

Issue 011

1. PROCEDURES FOR MAILING CLASSIFIED MATERIAL TO NSWCCD-SSES. The following is guidance for mailing classified material to our Station by other naval facilities or contractor personnel to ensure that the appropriate person receives it:

◆ **DOUBLE WRAP INNER PACKAGE**

◆ **PLACE CLASSIFICATION MARKINGS ON INNER PACKAGE**

SECRET: Stamp the word "SECRET" several times on the inner package. Add "Attn: Wanda Lewis, Code 0282/Bldg. 29. Intended for: (name and code of person to receive package).

CONFIDENTIAL: Stamp the word "CONFIDENTIAL" several times on the inner package. Add "Attn: Mail Processing Center/Bldg. 4. Intended for: (name and code of person to receive package).

NOFORN (Not for Foreign Nationals): NOFORNs are not classified unless it involves NNPI (Naval Nuclear Propulsion Information). If it is classified NNPI, it is prepared the same as Confidential material.

◆ **DO NOT INDICATE CLASSIFICATION ON OUTSIDE PACKAGE**

◆ **ADDRESS THE PACKAGE TO AN OFFICIAL ADDRESS, NOT TO A PERSON**

All SECRETS: mail via REGISTERED MAIL to:

COMMANDING OFFICER
NAVAL SHIP SYSTEMS ENGINEERING STATION
CARDEROCK DIVISION NAVAL SURFACE WARFARE CTR
5001 S BROAD ST
PHILADELPHIA PA 19112-1403

All CONFIDENTIALS: mail via FedEx to:

DOCUMENT CONTROL
NSWCCD-SSSES
1601 LANGLEY AVE
PHILADELPHIA PA 19112

(all FedEx's are received by
warehouse personnel, Bldg. 542)

or via Certified or Priority Mail to:

Example: 5216
Ser 0230/C28
7 May 00

- ♦ **SECRET OUTGOING LETTERS MUST BE SIGNED BY THE COMMANDING OFFICER, DIRECTOR OR THE DIRECTORATE HEAD OF THE ORIGINATING LETTER. IF THE DIRECTORATE HEAD IS NOT AVAILABLE, THE PERSON DESIGNATED AS ACTING MAY SIGN THE LETTER.**

After your letter has been signed, bring it to the MPC (with a Blue Confidential Cover Sheet, Standard Form 705) or (Red Secret Cover Sheet, Standard Form 704) affixed to your letter, so that the applicable copies can be made. **DO NOT MAKE THE COPIES YOURSELF NOR PLACE IT IN THE MAIL NOR GIVE IT TO A MESSENGER.**

- All classified material must be mailed from the Mail Processing Center. Confidential material will be mailed via FedEx and Secret material will be mailed via Registered Mail. You are required to fill out a "Request for Accountable Mail Services" form along with a current job order number when mailing by FedEx.
- We do not mail classified material on Fridays, unless there will be someone to receive it the next day.

III. DESTRUCTION OF CLASSIFIED MATERIAL

Classified material is destroyed on an as needed basis. The Mail Processing Center does not have a classified strong room to retain burn bags until destruction. Therefore, you must retain your burn bags in your area until the morning of the scheduled destruction.

Those employees listed under e-mail distribution #CRPHAOS and CRPHPHILA and our Security Office will be notified each time we have scheduled a trip to the burn facility. Those employees who call and inquire about the next scheduled trip, and are not under the above e-mail distribution list, will also be included in the e-mail.

We load the van from building 4 loading dock (outside our Mail Processing Center) between 0800-0830. We leave promptly at 0830. No burn bags will be accepted after this time.

Have your burn bags properly marked with a permanent marker (with your office code, extension, and level of classification conspicuously indicated on each bag). Make sure your burn bags do not include metal or glass of any kind. This includes lightweight staples, paper clips, binders, bottles, soda cans, etc. Burn bags will not be accepted if opened and/or not properly secured and not properly marked.

Anyone with Secret material to be destroyed must contact Wanda Lewis, Code 0282, extension 8448, before the morning of our trip. All Secret burn bags will be numbered in sequence by each code with the level of classification and cognizant office code and telephone extension indicated on each bag. The numbering must be large and conspicuous.

Unclassified NNPI shall be destroyed in the same manner as Confidential documents.

REMEMBER: Do not bring any burn bags to the Mail Processing Center before the morning of the trip. We do not have a strong room to retain them.

COMMANDING OFFICER
NAVAL SHIP SYSTEMS ENGINEERING STATION
CARDEROCK DIVISION NAVAL SURFACE WARFARE CTR
5001 S BROAD ST
PHILADELPHIA PA 19112-1403

All NOFORNs (if classified NNPI): mail via 1st Class Mail to:

COMMANDING OFFICER
NAVAL SHIP SYSTEMS ENGINEERING STATION
CARDEROCK DIVISION NAVAL SURFACE WARFARE CTR
5001 S BROAD ST
PHILADELPHIA PA 19112-1403

♦ **SEAL PACKAGE IN SUCH A WAY THAT TAMPERING CAN BE DETECTED**

II. PREPARATION OF CLASSIFIED CORRESPONDENCE

- References:
- (a) SECNAVINST 5510.36 of 17 Mar 99 (DON Information Security Program (ISP) Regulation)
 - (b) CARDEROCKINST 5500.4 OF 3 Feb 95 (Division Security Manual, Page VII-8)
 - (c) SECNAVINST 5216.5D of 29 Aug 96 (DON Correspondence Manual, Chapter 2, Classified Correspondence, Figures 2-5, page 53 of 28 May 98)
 - (d) SECNAVINST 5210.11d OF 20 Oct 87 (DON Standard Subject Identification Code)

All classified correspondence prepared within our Station must include a classified serial number. A new sequence of serial numbers are started at the beginning of each calendar year and numbers are assigned consecutively. Serial numbers assigned to classified correspondence will be preceded by a single letter. (C for Confidential) (S for Secret), indicating the document's overall classification.

The Mail Processing Center (Lennora McClelland, X8139) controls the assignment of serial numbers for all Confidential correspondence and the Security Office, Wanda Lewis (Code 0282), controls the assignment of serial numbers for all Secret correspondence.

Typists will request classified serial numbers from either Lennora (Confidential) or Wanda (Secret).

- Apply the SSIC number that most closely describes the subject of your letter
- Your code is placed immediately under the SSIC number (the word "Code" is not needed when used with a serial number. Follow with "/" (no spaces around the slant), the classification and the serial number you were given.
- Type or stamp the date that the letter was signed* by the Director. Use the day-month-year order without punctuation. Use the first three letters of the month (capitalizing only the first letter) and the last two digits of the year. Variations are allowed for date stamps.

PWS Text C6 1 Dec 02.doc

12/04/02 3:23 PM

ATTACHMENT C.6-10. - SAMPLE TELEPHONE DIRECTORY

A=Annapolis, B=Bayview, C=Carderock, F=Ft. Lauderdale, H=Hawaii, L=LCC,
M=MONOB, N=Norfolk, O=White Oak, P=Pax River, S=NAVSES, U=UERG, W=Bremerton WA

Oasys	Name	Phone	Code	Site	Bldg	Rm
abbundi	ABBUNDI RAYMOND J DR	7-4116	682	C	19	A236
abdur	ABDUR RAUF NAEEMAH	215-897-1386	9422	S	4	
abram	ABRAMSON BARRY D	7-5953	5600	C	18	129
abramson	ABRAMSON JANE S	7-5949	5600	C	18	129
ace	ACE DONALD E	7-1027	5200	C	4E	109F
	ACHESON RICK J LT	7-2400	007	C	N	305A
achorn	ACHORN JOHN	757-686-7728	2312	N	USACOM	ST200
aclin	ACLIN CHARISSA	7-1979	21	C	191	152
acquarol	ACQUAROLO JIM	215-897-1868	9336	S	619	3rd Flr
adamb	ADAM BETTE	7-1149	0023	C	121	100C
adamchak	ADAMCHAK JOHN C	7-1746	651	C	19	A200
adamoyur	ADAMOYURKA CHRIS	7-5229	634	C	60	1E4
adamsq	ADAMS GARY G LCDR	7-4512	00T	C	17E	120
kadams	ADAMS KAY J	7-1612	5010	C	2	209
adamspr	ADAMS PRESTON D SR	293-2147	824	A	96	1-G
radams	ADAMS RONALD W	7-3366	7250	C	21	105
adcock	ADCOCK JAMES W JR	7-3682	7310	C	3	10
addison	ADDISON AMOS M JR	7-2543	7110	C	3	260
adema	ADEMA CARL M	7-4981	6302	C	60	116
adenan	ADENAN EILEEN P	7-5717	0032	C	8	127
afshar	AFSHAR-TOUS MUGEH	7-4512	00T	C	17E	120
agassi	AGASSI DAN Y DR	7-5658	682	C	19	B261
agnew	AGNEW ROOSEVELT	7-2780	36126	C	6	
akhter	AKHTER JAWAID	215-897-7620	9336	S	619	3rd Fl
albergo	ALBERGO ALBERT F JR	215-897-3740	0284	S	76	
alberti	ALBERTI VINCENZA	215-897-7151	0201	S	4	
albri663	ALBRIGHT TOMMY L SR	757-523-8373 x353	663	U		
aldorisi	ALDORISIO VINCENT	215-897-7643	9252	S	4	3 Fl
aldridgm	ALDRIDGE MICHELLE R	7-5395	24F	C	17	206
galexan	ALEXANDER GARY L	7-5189	6340	C	60	102
alexande	ALEXANDER GREGORY	215-897-1488	9730	S	4	2nd Fl
kalexand	ALEXANDER KIM	7-5192	633	C	60	119
alger	ALGER RICKY W	7-2780	36126	C	6	
alig	ALIG CRAIG S	7-4402	630	C	60	111
aligp	ALIG PAUL	215-897-7567	96335	S	26	3rd Fl
allenc	ALLEN CHERYL E	7-1854	2800	C	17W	231
allend	ALLEN DONALD M	7-7040	854	C	380	T1
allenj	ALLEN JOHN C	215-897-1872	9534	S	4	
allena	ALLEN KATHRYN	7-7042	854	C	380	T1
allison	ALLISON GEORGE W	7-7041	854	C	380	T1
allmond	ALLMOND LINWOOD R	7-1473	5300	C	4E	218
almeter	ALMETER JOHN M	757-686-7341	231	N	USACOM	ST200
almeteri	ALMETER LISA J	757-686-7379	2302	N	USACOM	ST200
alperste	ALPERSTEIN ROBERT	215-897-1371	942	S	4	
alvarado	ALVARADO MICHAEL S	7-1917	30	C	121	221
amadoro	AMADORO JOE	215-897-7274	9214	S	4	2nd Fl
amaral	AMARAL ALAN	215-897-1507	91413	S	633	Shop
amato	AMATO THOMAS	215-897-7609/215-897-7954	9534	S	633	Shop
ames	AMES ROBERT M	7-3657	2610	C	192	119
amess	AMES SHIRLEY	215-897-7154	0032	S	4	0800
amilcare	AMILCARE LOUIS	215-897-1205	9343	S	619	3rd Flr
ammeeen	AMMEEN EDWARD S DR	7-5907	5600	C	18	249
anastasi	ANASTASIA JACQUELINE	215-897-4317	FECA	S	679	
andalis	ANDALIS LEONARD A SR MET	215-897-1049	9525	S	4	
andersen	ANDERSEN ELLEN	215-897-8557	9780	S	4	2nd Fl